

SECURITY – ACCESS CONTROL SYSTEM

Code **ECA-R** Issued **03/14**

The purpose of access control is to enhance the protection of personnel and district property through the control of entrance to and transit through the school building and routinely occupied grounds. Essential to access control is the control of doors, windows and their associated locking devices, including keys, combinations and electronic lock cards.

The responsibility for implementing access control is with the Associate Superintendent of Administrative Services, with delegation of specific roles and responsibilities to:

- **Principal and Site Directors.** Issuance of keys, combination, or cards to all personnel who are based at a single site will be authorized by the respective principal or site director, or his/her designee as needed. The Principal or Site Director may only issue keys, combinations or cards to established areas under their responsibility.
- **Department Directors and supporting administrators.** Issuance of keys, combination, or cards to all personnel who are assigned to support multiple sites will be authorized by the supervising Department Director, or his/her designee as needed. The Department Director may only issue keys, combinations or cards to established areas under their responsibility and issuance will be limited to the areas or sites required to be supported.
- **The Director of Facilities** is responsible for the maintenance of all district locking devices, including mechanical key, combination, electronic locks, and door hardware. Facilities services staff, including the district locksmith are responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders.

Rules Regarding Issuance and Control of Keys, Combinations and Electronic Lock Cards.

1. Eligibility for Issuance.

Keys will generally be issued to employees of the Rock Hill School District only. Commercial Service Vendors, Volunteers, and other non-employees shall be issued keys, combinations, or cards only as specifically authorized by the principal, site director, or program director. Persons eligible under this paragraph will only be issued keys consistent with the job responsibility, actual need, and the approval of the principal, site director, or program director or his/her designee. The basic issue/control document will be the key assignment agreement (See Appendix 1).

2. Numbering System for Keys and Cards

An identifying serial number will be stamped on each key/card. The serial number for each key/card will not identify a building, location or lock. Only one key or combination for a specific door will be issued to any one person.

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3. Installation, Alteration and Repairs to Locking Devices

The basic issue/control document will be a numbered work order. A copy of this work order will be forwarded to the district locksmith upon completion of the repair. If a change to a locking device is made rendering the old key, combination or electronic card as useless, the change must be noted and the district records changed to reflect the new access code. No District area may be secured except by a locking device authorized for that area and with an operating code compatible with the District access control system.

4. Duplication of Keys and Electronic Lock Cards

No key/card will be duplicated except by approval of Facility Services and/or Personnel respectively. The unauthorized duplication of District keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for termination.

5. Lost/Stolen Keys or Electronic Lock Cards

Lost or stolen keys/cards must be reported to the supervisor, principal, site director, or program director, as applicable. The supervisor, principal, site director or program director will contact the District's Safety, Security, and Environmental Manager (SSEM) by the quickest means available. Procedures for the replacement of keys or electronic lock cards are outlined in Appendix 2. The personnel department will be notified when a replacement card is needed. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and the new key will be issued to the owner. Exceptions must be approved by the SSEM.

A fee will be charged to any employee, vendor, or volunteer for replacement of any lost or stolen keys or cards. The fee for an individual room key or card will be \$25.00. The fee for a replacement master key will be \$250.00.

6. Storage of Keys

All keys cut which are ready for issue will be stored in the vault at each school/site. The bulk of uncut key blanks will be secured with the Locksmith. The supply will be audited and compared to the keys ordered to ensure no unauthorized keys are issued or no blank keys are missing by the Director of Facilities or his/her designee.

7. Control of Key Cores or Cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building to maintain system integrity.

8. Key Control Database

The District Locksmith will maintain a Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing, and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

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- a. School/Program Key Control Form. The School/Program form is to provide a written record of keys issued and an acknowledgement of receipt (See Appendix 1).
- b. District Key Control Database. This database is a system which makes a data storage and retrieval more compact and efficient. The database allows for rapid generation of reports such as the following: location report by key, key holder report by key, key report by locations, key report by Key holder, overdue key report, name check report, key holder list, location list, and key list key authorization.

9. Custodial Services Keys

Permanent assignment of keys to custodial staff at each campus building will be made only in cases of real need as determined by the Coordinator of Custodial Services. (In most cases, only supervisors will be permanently assigned keys). Custodians without permanent keys will be assigned keys daily on a temporary basis to allow access to the work area assigned. The keys are returned at the end of each work shift and verified by the supervisor. Custodial services will maintain a daily sign in/sign out sheet for keys issued (See Appendix 3).

10. Key Issuance to Specific Repair or Construction Contractors

Repairs of District facilities which require a contractor to be issued a key to any campus area must be approved by the Director of Facilities. The contractor will be issued and will return the key per established department procedures. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be re-keyed (See Appendix 1).

11. Padlocks, Peripheral and Personal Locks

All keys to these locks will be controlled per policy. Keys to the file cabinets, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. The District retains the right to access these areas and to examine the contents upon request.

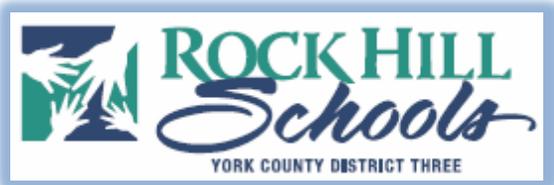
12. Completion of Service to the District

The District requires all employees terminated, retiring or otherwise separated from the District to return all keys or cards issued to the Personnel Department. Commercial service vendors and volunteers must return all keys or cards to the issuing authority at the completion of their service to the district.

13. Other Access Control Procedures.

Procedures controlling the operation of doors and windows and controlling the entrance and transit of personnel through the school building are found in separate policy statements and are incorporated into this administrative rule by reference.

Adopted 02/24/2014; 03/31/2014



Key Assignment/Agreement School: _____

Appendix 1

Last Name	First Name	Room/Area	Key #	Date Issued	Admin	Date Returned	Admin
Phone Number	Employer						

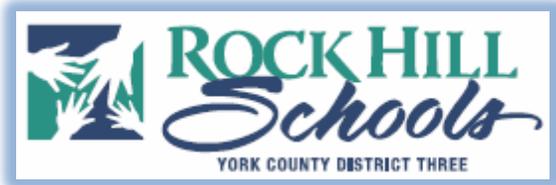
I have received the above keys and fully understand that I am totally responsible for them

If I lose or damage a key, I will immediately report this to the appropriate administrator. If I damage or lose a key, I understand that I am responsible for reimbursing the district \$25 for any individual room key and \$250 for any master key.

I agree that I will not duplicate any school keys assigned to me or loan them to anyone. I agree to return any District keys to the appropriate administrator upon my termination, separation, or retirement from the District. If these keys are not returned, I agree to a charge of \$25 for any individual room key and \$250 for any master key to be deducted from my final pay check.

Signature

Date



Replacement of Lost or Stolen Keys and Electronic Key Cards

When an employee, vendor, volunteer or non-employee (“the Cardholder”) loses or has a key or electronic “card key” stolen:

- 1. The Cardholder must report loss or theft to his/her supervisor, principal, site director or program director (“principal or designee”) immediately.**
- 2. Principal or designee shall:**
 - a. Contact district’s Safety, Security, Environmental Manager by quickest means available, and**
 - b. Enters/approves a Work Order (WO) for key or card key replacement.**
- 3. Facilities Services Department (FSD) will acknowledge and approve the WO and produce the replacement after one business day. FSD will notify the principal or designee by email (and cardholder if email available) when the replacement is ready for pick-up.**
- 4. Cardholder reports to Bookkeeper at school site, or designated cash collection point at other sites. Cardholder pays replacement fee as prescribed by ECA-R.**
- 5. Bookkeeper receipts, issues receipt to cardholder, and deposits funds into specified account (100-000-1999-333-XXX).**
- 6. Cardholder brings receipt to Facilities Services Department., 2171 West Main Street, and completes new Card/Key Agreement (see Appendix 1.)**
- 7. Facilities Services Department makes copy/scan PDF of receipt, issues card, and provides copy/scan PDF of new Card Agreement to the principal or designee.**

